



From: Colleen L. Norton, Acting City Clerk
Date: Week of February 2, 2015 through February 6, 2015
Re: March 3, 2015 Special Election progress update

Items Completed

- Provided completed Election Judge training manual to city print shop for production
- Ordered necessary signage for Counting Center and front lobby of City Center regarding the election
- Visited IVS to oversee process of ballot stuffing.
 - Pulled random sampling to verify that all pieces (instructions, secrecy sleeve, ballot, return envelope) were included and that ballot numbers matched those imprinted on return envelope
 - Verified that those ballots already completed were tracked and caged for delivery to the Denver processing center for the USPS
- Began setup of Counting Center to allow sufficient room for all steps of processing

Items Pending for week of February 9, 2015

- Election Judge training on February 10, 2015
- Create schedule of Election Judges based on daily needs.
 - Election Workers to begin work on Tuesday, February 17*, 2015
- Swear in a number of City employees as Election Officials. These staff will be responsible for:
 - Retrieving ballots from the Post Office Box once daily
 - Retrieving ballots from the Ballot Box once daily, or more if necessary
 - Using the defined color coding system for date received, will mark the envelopes
 - Will set aside any ballot envelopes that are not signed, returned, or in any other way not "countable"
 - Will rubber band remaining ballots into batches of fifty (50) and will mark each batch with a number, beginning with #1
 - Will stage batches in numerical order for Election Judges to begin work on Tuesday, February 17*, 2015
- Pick up supplemental registration lists from Arapahoe, Jefferson, and Douglas counties on February 11, 2015 (31-10-910(1)(b) 20 days prior to the election)
 - Mail ballots to electors from supplemental list(s)
 - Append the electronic pollbook to include electors from the supplemental list(s)
- Prepare notice of election for posting at City Center, 2255 West Berry Avenue, Littleton, Colorado (posted no later than Friday, February 20, 2015)
- Prepare notice of election for publication in Littleton Independent (to run on Thursday, February 19, 2015)

*Per 31-10-911, February 16, 2015 (15 days prior to the election) is the date when counting can begin. Because this is a holiday for the city employees, as well as the U.S. Postal Service, counting will begin the following business day.



Items Pending beyond week of February 2, 2015

- Request supplemental registered elector lists from Arapahoe, Jefferson and Douglas counties (on or before Wednesday, February 11, 2015)
- Provide list of supplemental registered electors to the vendor, IVS, for a second mailing of ballots
- Have replacement ballots available at the City Center (beginning February 9, 2015)
- Place ballot box inside the front door of the City Center in our reception area for drop-off of ballots (beginning February 9, 2015)
- Coordinate staff to work curbside drop off for ballots on Election Day (March 3, 2015)